



## Michigan Supreme Court

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Carl L. Gromek, Chief of Staff  
State Court Administrator

### MEMORANDUM

DATE: December 6, 2007

TO: Chief Judges  
cc: Court Administrators/Clerks  
Probate Registers  
County Clerks  
Authorized Users of the Caseload Reporting System  
Case Management System Providers  
SCAO Regional Administrators

FROM: Carl L. Gromek

RE: SCAO Administrative Memorandum 2007-08  
Reporting 2007 Trial Court Caseload Data to SCAO

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This memo outlines the steps each trial court shall take in January and February of 2008 to submit, review, correct, verify, and authorize release of 2007 caseload data for parts 1, 2, and 4 of the Caseload Reporting System (CRS).

Authorized users of CRS must submit 2007 caseload data by **January 30, 2008**, and verify the caseload data as complete, accurate, and authorized for release by **February 28, 2008**. Attached to this memorandum is information to help you in this process.

Several new features were added to the system this year, including a data check for three case types in probate court. The upload process was also modified to prevent overwriting existing values in CRS. Beginning this year, uploaded files will always be added to existing values. Authorized users will also have the ability to delete all previously entered caseload data. Finally, whenever anyone uploads, uses the delete feature, or verifies data, all authorized users for the court will receive an e-mail message stating what was done.

If you have any questions regarding these procedures, contact Amy Byrd, Forms and Records Manager, or Lili Marchlewicz, Data Projects Coordinator, at 517-373-5538, or by email at [byrda@courts.mi.gov](mailto:byrda@courts.mi.gov), or [marchlewiczl@courts.mi.gov](mailto:marchlewiczl@courts.mi.gov).

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Items in italics are features of the Caseload Reporting System (CRS).

**A. Purpose of Caseload Reporting**

Complete, accurate, and timely caseload data are essential to functions of the State Court Administrative Office (SCAO). Caseload data are organized into three parts: Part 1 includes beginning pending, new filings, and reopened cases; Part 2 includes dispositions; and Part 4 includes case age at disposition and pending case age. In addition to other purposes, Parts 1 and 2 are essential to preparing The Michigan Supreme Court Annual Report and Part 4 is essential to assessing caseload management.

**B. Responsibilities for Reviewing, Correcting, Verifying, and Authorizing Release of Caseload Data**

Authorized users of CRS shall electronically submit, review, correct, verify, and authorize release of caseload data. These persons shall submit 2007 caseload data by January 30, 2008, and verify it as complete and accurate by February 28, 2008. A request to make corrections to caseload data after February 28 may be granted at the discretion of the State Court Administrator; however, the corrections will not be included in The Michigan Supreme Court Annual Report.

During 2007, an authorized user may have entered or uploaded data into CRS for the purpose of generating an output report. This information will be purged by December 15, 2007, and the system will be unavailable from this date until January 1, 2008, in preparation for annual reporting.

**C. Steps to Submit Annual Caseload Data (due no later than January 30, 2008)**

On or after January 1, 2008, login to the Michigan Court Application Portal (MCAP) using your username and password. Select the CRS application and click Go.

Manually enter<sup>1</sup> and/or electronically upload caseload data for the full year for Parts 1, 2, and 4. Beginning this year, uploaded files will always be added to existing data in CRS. It is no longer possible to overwrite existing data with an upload file. SCAO will send an e-mail message to the chief judge, court administrator, and authorized users for the court when data is uploaded to CRS.

Run the *Missing Caseload* report on CRS. This report will show: (1) the part and section for which data are missing in Parts 1 and 2; (2) the name and State Bar membership number (P number) of any elected judge, appointed judge, or attorney-magistrate that is missing from Part 4; and (3) the section in Part 4 for which partial data was reported for any judge or attorney-magistrate.

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<sup>1</sup> During manual data entry, if the data just entered does not appear on the screen, change the internet settings for your Internet Explorer web browser as follows: (1) From the menu bar, select Tools, then Internet Options. (2) Under the General tab, click the Settings button. (3) Under 'Check for newer versions of stored pages,' check 'every visit to the page.' If you do not use the Internet Explorer web browser, you may need to request assistance from your information technology support personnel.

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Enter any missing data for the sections identified on the *Missing Caseload* report. Judges from another court assigned to case(s) in your court may not appear on the *Missing Caseload* report for Part 4; however, their caseload data must be reported in Parts 1, 2, and 4 to ensure complete information and to prevent errors in the *Data Check* reports.

### **D. Steps to Review Accuracy of and Make Corrections to Parts 1 and 2 Data**

Run a full-year court caseload detail report from your court's case management system and a full-year *Court Caseload Detail* output report through the *View Reports* menu on CRS. Compare your local case management system report and the *Court Caseload Detail* report to identify any inconsistencies. Make necessary corrections on the *Caseload Data Entry* screens. Once the corrections have been made, generate the full-year *Court Caseload Detail* output report for Parts 1 and 2 and the full-year court caseload detail report from your court's case management system again and compare the two reports. They should now match.

If the *Court Caseload Detail* output report contains ending pending numbers less than zero, they must be corrected. These will appear as negative numbers in the last row of the report. CRS will not permit you to verify the caseload data if any ending pending numbers are less than zero. After making corrections on the *Caseload Data Entry* screens for Parts 1 and 2, generate the *Court Caseload Detail* output report again to ensure there are no negative ending pending numbers.

When you are satisfied that Parts 1 and 2 caseload data are complete and accurate, generate the full-year *Court Caseload Summary* output report for Parts 1 and 2. The summary and detail reports for Parts 1 and 2 will be published in The Michigan Supreme Court Annual Report.

### **E. Steps to Review Accuracy of and Make Corrections to Part 4 Data**

Generate the *Ending Pending* and *Dispositions* data check reports on the *Data Check* screen. The number of dispositions reported in Part 4 should match the number of dispositions, excluding inactive status and case type change, reported in Part 2. Additionally, the number of pending cases reported in Part 4 should match the ending pending caseload from Parts 1 and 2. These two data check reports will show when the dispositions and pending caseload reported in Part 4 do not match the dispositions and pending caseload reported in Parts 1 and 2.

These reports contain only certain case types.<sup>2</sup> If the difference is greater than or equal to two cases and the percent difference is equal to or greater than two percent, the row will be

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<sup>2</sup> The data check includes all district court case types. The data check includes CZ, ML, and JA case types in probate court. The data check includes the following circuit court case types: Appeals: AA, AE, AP, AR, AV; Administrative Review, Superintending Control, and Extraordinary Writs: AH, AL, AS, AW; Criminal: AX, FC, FH, FJ; Civil Damage Suits: ND, NF, NH, NI, NM, NO, NP, NS, NZ; Other Civil Matters: CB, CC, CD, CE, CF, CH, CK, CL, CP, CR, CZ, PC, PD, PR, PS, PZ; Domestic Relations: DC, DM, DO, DP, DS, DZ, UD, UE; Proceedings under the Juvenile Code: PJ; Proceedings under the Adoption Code: AB, AC, AD, AF, AG, AM, AN,

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highlighted. Additionally, if the calculated ending pending number is less than zero, the row will be highlighted. All highlighted rows must be corrected. Corrections may need to be made to Parts 1, 2, and/or 4. Once corrections are made on the *Caseload Data Entry* screens, generate the *Ending Pending* and *Dispositions* data check reports on the *Data Check* screen to ensure there are no highlighted rows.

### **F. Steps to Verify the Completeness and Accuracy of Caseload Data (due no later than February 28, 2008)**

Once 2007 caseload data in all three parts and in all sections for the entire court have been reviewed and corrected, one person must verify and authorize it for release. In courts in which more than one person is responsible for reporting separate sections of caseload data, the chief judge should delegate the responsibility for verifying to one person. This is particularly important for circuit courts in which caseload data from appeals, civil, criminal, and family division are submitted by various users from both circuit and probate court.

Submit one *Caseload Data Verification* form for the entire court's caseload data through CRS. This verification indicates to SCAO that the caseload data is authorized for release. SCAO will send an e-mail to the chief judge, probate register, court administrator, and authorized users for the court when verification is submitted.

If your court is missing data or the data check indicates a problem, you may not be able to verify. If this occurs and you are not able to correct the problem, contact your Regional Administrator.